



Weekly Management Report

August 30, 2024

- 1. Memo** Update on the Police Department's Catalytic Converter Etching Program & Catalytic Converter Thefts in the City of Burbank
Police Department

- 2. Memo** BurbankBus Extends Free Bus Rides to Children 12 and Under, Effective Immediately
Community Development Department

- 3. Memo** Library Safety Update
Library Service Department

- 4. Minutes** Cultural Arts Commission Meeting on August 8, 2024
Parks and Recreation Department



MEMORANDUM



POLICE DEPARTMENT

DATE: August 30, 2024

TO: Justin Hess, City Manager

FROM: Michael Albanese, Chief of Police
BY: Lisa Hamoui, Administrative Analyst I
VIA: Viviana Garzon, Police Administrator

SUBJECT: City Manager Tracking List # 2624 – Update on the Police Department’s Catalytic Converter Etching Program and Catalytic Converter Thefts in the City of Burbank.

BACKGROUND

At the June 4, 2024, Council meeting, Councilmember Anthony requested a first step report on the Department’s catalytic converter etching program and a potential rebate program for catalytic converter protection cages.

DISCUSSION

Catalytic converters are essential for keeping our air clean and reducing smog, but they have become prime targets for thieves due to the valuable precious metals they contain, including platinum, palladium, and rhodium. The black-market demand for these metals has surged in recent years, leading to a rise in catalytic converter thefts.

Thefts in Burbank

Over the past two years, Burbank has seen a significant decline in catalytic converter thefts, with the trend continuing downward (Attachment 1). In 2022, a total of 401 thefts were reported, compared to 344 thefts in 2023. So far in 2024, there have been 71 reported catalytic converter thefts.

“Etch and Catch” Program

To deter thieves and aid in the recovery of stolen catalytic converters, the Department launched the “Etch and Catch” catalytic converter anti-theft program in April 2021. Members of the public who work or live in Burbank can visit participating local auto repair

shops to have their vehicle's license plate number etched onto their catalytic converter at no cost. This etching allows law enforcement to trace stolen converters back to their owner.

The program remains active, with three local auto repair shops participating:

Elf Motors 405 S. Victory Bl. Burbank, CA 91502 (818) 567-4607	Star Auto Center 3025 W. Olive Ave. Burbank, CA 91505 (818) 859-7911	Velocity Auto 1401 N. Hollywood Way Burbank, CA 91505 (818) 842-3247
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Cost of a Catalytic Converter Shield Rebate Program

Staff found only one city who has implemented a rebate program. On October 4, 2022, the Lake Forest City Council approved the Catalytic Converter Shield Program. Catalytic converter shields range in cost from \$250-500, with professional installation from an auto repair shop costing an additional \$100-350. The proposed budget for the City of Lake Forest's Shield Program was \$29,154. This amount covered the cost of providing \$250 gift cards to 113 residents who participated in the program to apply towards the shield installation. Residents can only redeem the gift card at automotive businesses preapproved by the City of Lake Forest to participate in the Shield Program. The cost of the program does not include staff time or other departmental resources required to track and manage the program.

Addition to 2025 Legislative Platform

Councilmember Anthony's request included adding the city's support for increased penalties for catalytic converter thefts in the City's 2025 Legislative Platform. Department staff will work closely with the City Manager's Office when the Legislative Platform is presented to City Council for approval in winter 2025.

CONCLUSION

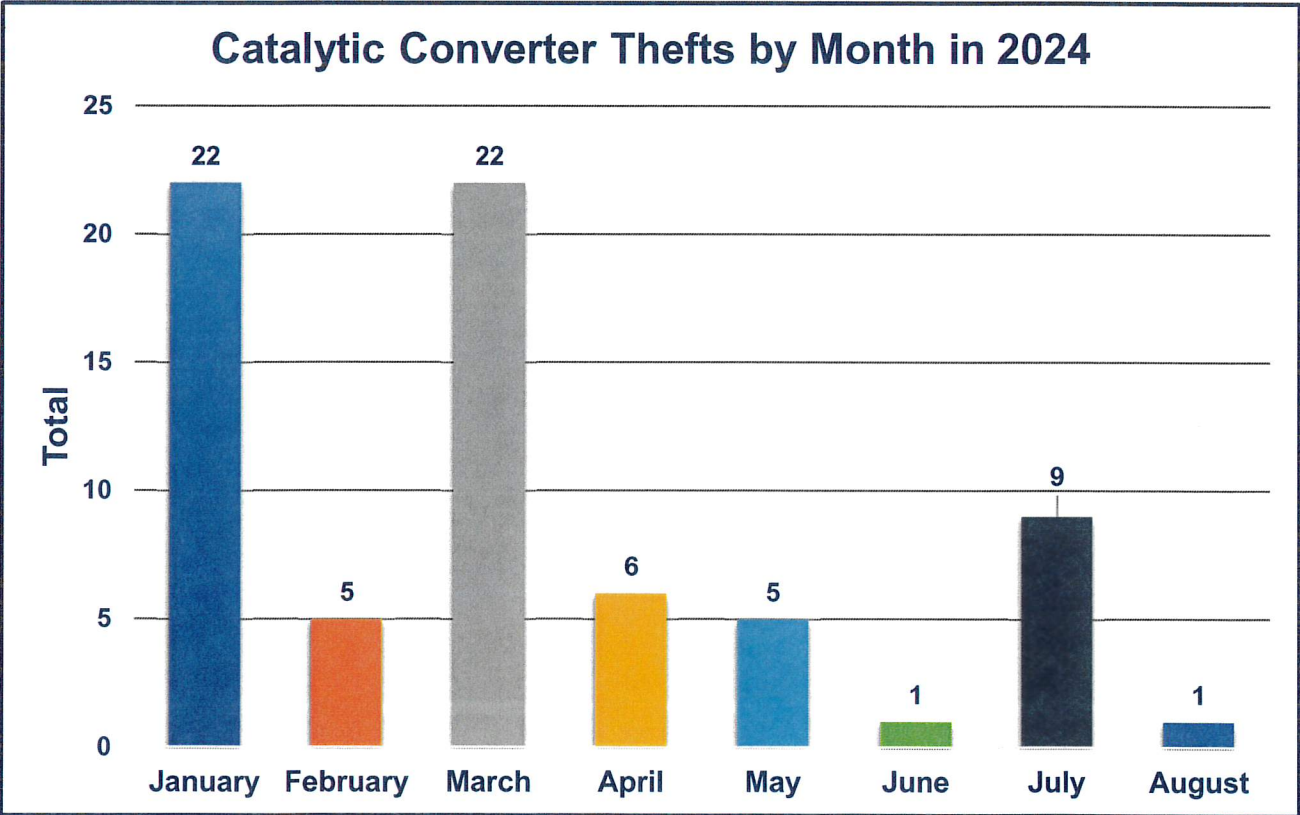
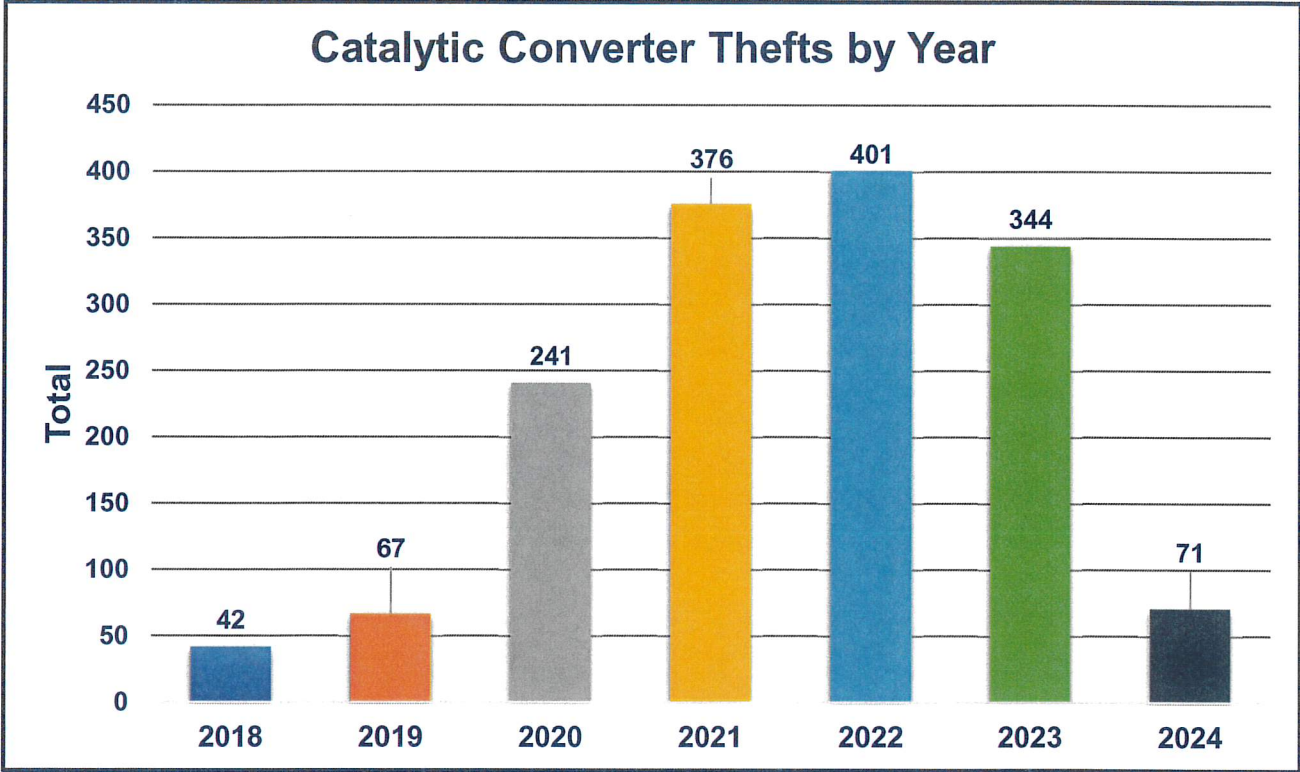
Given the recent decline and the high costs associated with implementing a rebate program for catalytic converter protection cages—including the purchase of equipment, administrative overhead, and personnel required to manage the program—the Department recommends focusing on the existing catalytic converter anti-theft program. To enhance community awareness and participation in the existing "Etch and Catch" program, the Department will launch a marketing campaign through its Public Information Office. This campaign will focus on educating residents about the importance of protecting their catalytic converters, the benefits of the etching program, and the ease of participation. By raising awareness and increasing participation, the campaign will aim to reduce catalytic converter thefts in a cost-effective manner, leveraging community involvement to enhance public safety.

ATTACHMENT

Attachment 1 – Catalytic Converter Theft Data

CATALYTIC CONVERTER THEFT DATA

The total numbers in the data presented in this attachment encompass catalytic converter thefts as whole incidents (completed thefts, attempted thefts, and recovered catalytic converters).



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: August 16, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director
Karen Pan, Transportation Services Manager

SUBJECT: **BurbankBus Extends Free Bus Rides to Children 12 and Under, Effective Immediately**

At the August 13, 2024 City Council meeting, the City Council directed staff to prepare a report regarding the feasibility of offering free BurbankBus fare for BUSD elementary school students (ages 12 and under). This request was given as part of the Council's approval of free fares for Burbank middle and high school students, and BurbankBus' participation in GoPass. In lieu of a first step report, staff has made administrative changes to BurbankBus rider policies to address this concern. This report also addresses a previous City Council request to assess free fares on BurbankBus.

BurbankBus

On August 13, 2024, the Burbank City Council unanimously adopted a resolution to implement the BurbankBus Free Fare Program, offering unlimited, complimentary rides to all Burbank middle and high school students who can display a valid student identification card. This initiative, which covers students from Burbank Unified School District (BUSD) and private schools, will significantly improve students' mobility within the city while easing transportation costs for families.

In response to City Council's request to look at options for riders in elementary school, staff will modify its current fare policy regarding children who are accompanied by a fare-paying adult. BurbankBus will allow children ages 12 and under to ride free with one fare paying adult, effective immediately. This modifies the current policy that allows for children age 5 and under to ride free with an adult. Please note:

- One fare paying adult may have up to 2 children ride for free. An additional child would pay \$1.00 per ride.

- Children ages 12 and under are not required to be Burbank residents to ride BurbankBus for free.
- Children ages 12 and under are not required show an identification card to ride BurbankBus for free.

BurbankBus drivers will have the authority to enforce this policy at time of boarding by visually observing the accompanied children. They may ask the accompanying adult the children's age to ascertain whether they may ride for free. Staff believes that the cost to implement this administrative change will be within the costs identified in the August 13, 2024 staff report. This policy change will address City Council's concern of the gap in children between age 5 and middle school who cannot ride for free. More information about BurbankBus is available online at www.burbankca.gov/burbankbus.

Los Angeles Metro Micro Eligibility for the GoPass Program

Also at the August 13, 2024 meeting, City Council asked if Los Angeles Metro GoPass Program includes free access to Metro Micro transit. Unfortunately, GoPass and Metro Micro are separate programs. GoPass participants cannot ride Metro Micro for free, but they are given a discounted fare of \$1.00 versus the regular \$2.50 fare. GoPass free fare is limited to Los Angeles Metro bus and rail lines, as well as other participating transit agencies' buses.

MEMORANDUM



BURBANK
PUBLIC
LIBRARY

DATE: August 28, 2024
TO: Justin Hess, City Manager
FROM: Melissa Potter, Interim Library Services Director
SUBJECT: Library Safety Update

In June you received a status update on the numerous safety measures going into place at our Library facilities. This memo is a status update on all of the various activities taking place.

Ongoing Efforts

Cameras

The cameras at all three branch locations have been replaced or repaired and are fully operational. Training is upcoming to ensure designated staff are able to utilize the system and review video recordings.

Security

Library is working in collaboration with the Parks and Recreation and the Community Development departments to add two security personnel for the libraries. Streetplus is experiencing recruitment and hiring challenges, therefore staff are rooting options through Allied Security who may be able onboard the positions more quickly.

Rules of Conduct

As part of our Rules of Conduct update, staff were given opportunities to give feedback on our current Rules of Conduct and rules from other libraries. The next step is to create drafts that can be reviewed by staff and our legal team so that the updated version has greater buy-in from staff as well as better enforceability from a legal standpoint.

Staff Training

On July 10th, we held an online Staff Meeting so that staff could hear from Senior Assistant City Attorney Ray Johal, Captain Adam Cornils and Lieutenant Jeffrey Barcus from Burbank Police Department about what Citizen's Arrest was and why staff are asked to do it when we call for help at the Library. Staff were so engaged we ran out of time and had to get our guests to answer follow-up questions after the meeting.

On September 17th and 18th the Library is bringing in consultant trainer Rick Jenkins from [Safer Libraries](#) to come train our staff. The training will be recorded for staff who cannot attend in person due to scheduling conflicts. In addition to the two trainings the consultant will do a safety audit of Central Library and meet with the Management Team to discuss what he's learned from the audit and from working with staff.

Additionally, Person-In-Charge training was conducted throughout last year for staff members at the Library Assistant and above level. The final units were built out of live staff trainings in April and converted to online training that was released to staff on July 25th. This set of trainings included handling Library incidents with patrons as well as building safety issues and other basic training for handling issues when supervisors are not in the buildings.

Incident Management Software

The Library is in the process of purchasing Orange Boy Incident Management software to better track incidents within the libraries. This software will make Incident Reporting and searching easier for staff, and it will be able to provide trend analysis on the back end. Implementation is timed to coincide with the passage of the updated Rules of Conduct so that the software can be setup with those rules incorporated into the system. An ad hoc committee of staff members is being set up to help customize the software for maximum results. All staff members will be trained in the new software once it is up and running, tentatively around the end of the calendar use.

Incident Report Access

While we are awaiting the new software, 32 new staff members were added to the Incident Report distribution list within the Library. This is a change in policy made to respond to staff requests.

Central Library Landscaping

The Parks and Recreation Department has been working on re-landscaping the Central Library as part of a multi-weekend project. They have thinned out trees, removed bushes

and have installed some beautiful rock formations so far. The effect has been better lighting outside, elimination of bushes to hide personal items, better sightlines overall and a more welcoming environment for Library patrons.

Burbank Police Support

We are currently working with Burbank Police Department to increase Police presence at the Libraries and create a regular report that can be shared with staff to demonstrate the increase.

Upcoming Initiatives

Aftercare Project

Our part-time Social Services Supervisor is working on a project to recommend best practices in supporting staff after a stressful incident has taken place in the Library. She knows that everyone is affected differently and that there needs to be a suite of approaches to best help with staff wellness. This is a new project, and she will be collecting staff feedback and connecting with Social Workers in other libraries to create a best practices approach.



CITY OF BURBANK
CULTURAL ARTS COMMISSION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Cultural Arts Commission

Date: Thursday, August 8, 2024

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Assistant Director; Erin Barrows, Recreation Services Manager; Bryce Burton, Recreation Supervisor; Jocelyn Navarro, Recreation Coordinator; Andrea Del Rio, Recording Secretary

Board Members Present: Mr. Conner, Ms. Girard, Ms. Molina, Ms. Pa Moye, Ms. Brenneman (left at 10:25am), Ms. Pease, Ms. Zoraster

Board Members Absent: Ms. Harrison, Ms. Abnous

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Barrows mentioned that tickets for the Starlight Bowl Summer Concert Series are still available and informed the Commission that a supervisory position to support the Cultural Arts Commission was approved at the June Park Board meeting. Mr. Burton highlighted upcoming exhibitions at the Betsy Lueke Creative Arts Center. Ms. Pease thanked the Parks and Recreation Department on their hard work at the Starlight Bowl. Ms. Girard announced upcoming shows. Ms. Molina announced an upcoming event at the IATSE 80. Mr. Conner encouraged the community to check the Burbank Arts website for more upcoming events.	
2	Oral Communications	Five members of the community spoke during public comment introducing their non-profit organizations and announcing their upcoming events and shows.	
3	Response to Oral Communications	None.	
4	Written Communications	None.	
5	Consent Calendar	<u>Approval of Minutes</u> Minutes of the May 16, 2024, meeting was approved. Minutes of the June 13, 2024, meeting was approved. <u>Financial Update</u>	It was motioned by Ms. Pease, seconded by Ms. Zoraster to approve May minutes. Carried 5-0, Ms. Abnous, Ms. Harrison absent. Ms. Pa Moye, Ms. Brenneman Abstain. It was motioned by Ms. Brenneman, seconded by Ms. Pa Moye to approve June minutes and Financial Update. Carried 5-0, Ms. Abnous, Ms. Harrison absent. Ms. Pease, Ms Zoraster Abstain.

**CITY OF BURBANK
CULTURAL ARTS COMMISSION
ANNOTATED AGENDA/MEETING SUMMARY**

6	Burbank Cultural Arts Framework	Ms. Smith introduced the consultants Karen Constine and Allison Sampson to present the Burbank Cultural Arts Framework for adoption. The Commission adopted the Cultural Arts Framework for 2024-2029.	It was motioned by Ms. Pease, seconded by Ms. Pa Moye to adopt the Cultural Arts Framework. Carried 7-0, Ms. Abnous, Ms. Harrison absent.
7	Community Arts Grant Program Update	Ms. Barrows updated the Commission that several recipients have already held their proposed events and will soon receive their final grant awarded monies. Ms. Lesinski has been assisting with the compliance paperwork.	Note and File.
8	Haunted Adventure Volunteer Opportunities	Mr. Altman and Ms. Lara organize the Annual Haunted Adventure, which takes place every October at the Starlight Bowl. The event is currently seeking volunteers to help in various roles to ensure its success.	Note and file.
9	Fall Festival Update	The Fall Festival is scheduled for September 7, 2024, at Johnny Carson Park from 4 p.m. to 9:30 p.m. Mr. Conner proposed a motion to increase the budget for the festival by \$3,000 to cover higher performer fees and additional costs resulting from the event's postponement.	It was motioned by Ms. Pa Moye, seconded by Ms. Pease to increase the budget for the Fall Festival by \$3,000 Carried 7-0, Ms. Abnous, Ms. Harrison absent.
10	Election of Officers	The Commission nominated Ms. Harrison as the new Chair and Ms. Molina as the Vice-Chair.	It was motioned by Mr. Conner, seconded by Ms. Pa Moye to elect Ms. Harrison as the Chair. Carried 6-0, Ms. Abnous, Ms. Harrison, Ms. Brennehan absent. It was motioned by Mr. Conner, seconded by Ms. Zoraster to elect Ms. Molina as the Vice-Chair. Carried 5-0, Ms. Molina abstains. Ms. Abnous, Ms. Harrison, Ms. Brennehan absent.
11	Beautification Standing Subcommittee Update	Ms. Navarro provided an update to the Commission on the art selected for Phase 8 of the electrical box project. The program is still in need of nine more sponsors, and she encouraged the Commission to continue seeking additional support. Ms. Barrows announced that the Commission's Elephant, <i>Cinephant</i> , has been completed and is on display at City Hall.	Note and file.
12	Marketing Standing Subcommittee Update	Mr. Burton informed the Commission that the contract with 5D has been completed.	Note and file.

**CITY OF BURBANK
CULTURAL ARTS COMMISSION
ANNOTATED AGENDA/MEETING SUMMARY**

13	Community Engagement Standing Subcommittee Update	None.	Note and file.
14	Events Ad Hoc Subcommittee Update	The Commissioners will receive a schedule for the Fall Festival. They were all encouraged to sign up for at least one shift.	Note and File.
15	Old Business	Mr. Conner proposed hosting a Fall Mixer and forming an Ad Hoc Subcommittee, which will include Commission members Ms. Girard, Mr. Conner, Ms. Zoraster, and Ms. Pease.	It was motioned by Mr. Conner, seconded by Ms. Girard to form an Ad Hoc Subcommittee for a Fall Mixer Carried 5-0. Ms. Abnous, Ms. Harrison, Ms. Brenneman absent.
16	New Agenda Items	None.	
17	Adjournment	The meeting was adjourned at 11:09am.	